

Retired Activities Program Office

OPNAV N170C
5720 Integrity Drive
Millington, TN 38055
(901)-874-6723
(901) 874-6353

Quick Reference Checklist

Death of a Military Retiree or Annuitant

For a full check-list, please refer to the United States Navy
Deceased Retiree Survivor's Guide

http://www.public.navy.mil/bupers-npc/support/retired_activities/Documents/SurvivorGuide2011.pdf

Personal Affairs

- ☐ Contact funeral home and make burial and funeral arrangements
- ☐ Obtain multiple certified death certificates (6-12 copies)
- ☐ Gather important documents for claims processing (e.g., birth certificate, will, etc.)
- ☐ Determine immediate and short-term financial needs and income sources
- ☐ Arrange for help with legal affairs of the deceased
- ☐ Notify joint account agencies (credit cards, banks, auto registration home/auto insurance, brokers, etc.)
- ☐ Review survivor's own legal documents for possible revision

REPORT the death to DFAS online:

<http://www.dfas.mil/retiredmilitary/survivors/Retiree-death.html>
or call DFAS at 1-800-321-1080 or (216) 522-595.

Please have the decedent's Social Security Number (SSN) and the date of the death. Send a photocopy of a death certificate which indicates the cause of death. Please send to:

For Retiree: DFAS, U.S. Military Fax: (800) 469-6559
 Retirement Pay
 P.O. Box 7130
 London, KY 40742-7130

For Annuitants DFAS, U.S. Military Fax: (800) 982-8459
 Annuitant Pay
 P.O. Box 7131
 London, KY 40742-7131

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You must stop retirement pay to avoid indebtedness. If the retired Sailor was receiving pay from another source due to a disability from the VA or civil service retirement from the Office of Personnel Management, contact that agency to return the payment. If you fail to do this, you will have to repay it later. Additional information from DFAS is available at:
www.dfas.mil/retiredmilitary/survivors/Retiree-death.html.

CONTACT YOUR NEAREST NAVY RETIRED ACTIVITIES OFFICE (RAO)

If an RAO is not available, use an Army Retirement Services Office (RSO) or an Air Force Retiree Activities Office (RAO).
[http://www.public.navy.mil/bupers-npc/support/retired activities/Pages/default.aspx](http://www.public.navy.mil/bupers-npc/support/retired%20activities/Pages/default.aspx). You can also check the most recent edition of Shift Colors
<http://www.public.navy.mil/bupers-npc/reference/Publications/ShiftColors/Pages/default.aspx> OR call 1-866-827-5672 for a listing of Navy RAO telephone numbers.

REPORT Survivor Benefit Plan Election Status.

Designated annuitants will receive notification from DFAS if the deceased retired Sailor elected SBP. If you are uncertain of whether an election was made, call DFAS at 1-800-321-1080.

Notify the Defense Enrollment Eligibility Reporting System (DEERS)

(800) 538-9552

UPDATE your Military Identification Card.

As the survivor of a deceased Sailor, your ID card must be updated to reflect the change in your status due to the Sailor's death. You may access your nearest ID site at
www.dmdc.osd.mil/rsl.

NOTIFY the Social Security Administration.

Call 1-800-SSA-1213 (www.ssa.gov) to apply for the \$255 death benefit, *if applicable*.

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CONTACT the VA for burial and other benefits. The VA does not provide burial benefits for annuitants; however, the annuitant may be eligible for burial in a military cemetery. You will need to provide a copy of the DD 214. Call the VA at 1-800-827-1000 or visit www.va.gov.

RECEIVING CIVIL SERVICE PAY?

U.S. Office of Personnel: 1-888-767-6738, (202) 606-0500

INSURANCE

If member enrolled in DVA-sponsored insurance such as National Service Life Insurance (NSLI) or Service members' Group Life Insurance (SGLI), notify them at (800) 419-1473 or 1-877-832-4943

RECEIVING VA PAY?

DEPARTMENT OF VETERANS AFFAIRS: 1-800-827-1000

Funeral Honors

Contact the Funeral Director who will request Funeral Honors from (877) 645-4667

ADDITIONAL AGENCIES PROVIDING AID & ASSISTANCE TO SURVIVING SPOUSES:

- Armed Forces Benefit Association (AFBA) (800) 776-2322
- Burial at Sea (901) 874-6650
- Military Benefit Association (800) 336-0100
- Uniformed Service Benefit Association (800) 368-7021